

Tri-County Council Position Description

Job Title: MARC Regional Project Director

Department: Tri-County Council/DLLR

Reports To: BRAC Project Director

FLSA Status: Exempt

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Prepared Date: March 19, 2008

Approved By:

Approved Date:

Salary Level: \$100,000 - \$125,000

Summary: Oversees the direct services outlined in the Mid-Atlantic Regional Collaborative (MARC) Initiative, so that all goals and objectives of the DOL/ETA grant are met by June 30, 2009.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

Works in close collaboration with statewide BRAC Project Directors in Maryland, Virginia, and Washington D.C. to accomplish their goals.

Creates a system for communication and reporting to ensure all MARC regional goals are met to fulfill the grant requirements.

Convenes MARC Core Leadership Team to include high level leaders from Maryland, Virginia, and Washington D.C.

Identifies talent that can be shared regionally, especially where security clearance personnel are concerned. Create regional job fairs for this transfer of talent, and work with employers and government agencies to make these transfers successful.

Provides an analysis of existing information related to STEM and Career and Technology curricula, and make recommendations to state leaders about specific education and training programs to fulfill the needs of BRAC-related jobs regionally.

Builds a regional consortium of higher education institutions to ensure industry-focused curricula and specific training areas. Use this consortium to ensure relevant training, internship opportunities for students, and to provide employers with a pipeline of qualified workers with a set of core competencies defined and supported by educational institutions and industries.

Oversees the design, implementation and/or synthesis of workforce development studies. Review all current studies and make recommendations for use, upgrades, and new studies not yet conducted.

Seeks opportunities to collaborate on legislative agendas and proposals to raise visibility of the work being done regionally.

Helps with the development of effective outreach strategies and tools, including regional branding for the identification and lasting recognition for public awareness and long-term sustainability of regional initiatives.

Convenes industry-focused groups based on needs of employers in the region and times specifically with projected BRAC moves.

Identifies training opportunities and a universal training policy that can be utilized by all jurisdictions.

Convenes, administers, and manages grants in addition to the DOL Wiring BRAC grant currently in place.

Provides interim and final progress reports for stakeholders, including management, Board, and funding agencies, consistent with all program goals and objectives.

Coordinates a Community Forum to launch the MARC regional BRAC initiative.

Maintains ongoing relationships with companies, agencies, government entities, and other related organizations.

Coordinates vendors to execute the outreach to press and stakeholders, including website and media outreach.

Creates all internal and external correspondence.

Compiles regional data and reports.

Prepares meeting materials as needed.

Provides budget recommendations and assists in the budget preparation process for MARC priorities

Requirements

Strong background and knowledge of BRAC initiatives locally and nationally preferred.

Proven experience in regional workforce planning.

Excellent analytical, writing, communications, presentation and interpersonal skills.

Outstanding organizational skills.

Budget, management, and accounting skills required.

Ability to travel throughout Maryland, Washington D.C. and Virginia, as well as nationally occasionally.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical- Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures

Design- Generates creative solutions.

Problem Solving- Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management- Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills- Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service- Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills- Focuses on solving conflict, not blaming; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication- Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication- Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork- Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership- Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Change Management- Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegation- Provides recognition for results.

Leadership- Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People- Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services; Continually works to improve supervisory skills.

Quality Management- Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Business Acumen- Understands business implications of decisions; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

Cost Consciousness- Works within approved budget.

Diversity- Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics- Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support- Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking- Develops strategies to achieve organizational goals; Understands organization's strengths and weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgment- Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation- Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing- Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism- Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality- Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity- Meets productivity standards; Completes work in timely manner.

Safety and Security- Observes safety and security procedures; Determines appropriate action beyond guidelines.

Adaptability- Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality- Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability- Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative- Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation- Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Minimum of a Bachelor's Degree in a related field, and seven years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Office and Outlook, as well as Microsoft Project Management.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit and talk or hear.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.